
Grant Application

2008

Lower-Emission School Bus Program

Bus Replacement



939 Ellis Street
San Francisco, CA 94109
August 2008

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Introduction

The Lower-Emission School Bus Program (LESBP) provides financial incentives to replace older school buses and retrofit middle-age school buses to reduce the exposure of school children to diesel-related emissions. The Bay Area Air Quality Management District (Air District) has approximately \$11.6 million to fund LESBP projects.

The Air District is currently accepting LESBP grant applications to purchase new, clean school buses to replace pre-1987 model year school buses. Funds will first be awarded to replace pre-1977 buses, then 1977-1986 buses, in order of oldest first.

The 2008 LESBP Guidelines are available at the California Air Resources Board (ARB) website: <http://arb.ca.gov/bonds/schoolbus/guidelines/2008lesbp.pdf>. This grant application document provides an overview of the Guideline requirements and instructions for the grant application process. This document does not identify all of the program requirements that are included in the ARB LESBP guidelines. Applicants are encouraged to *review this document in its entirety* prior to preparing and submitting a grant application.

The deadline for grant applications is 4 PM on September 30, 2008.

Who Can Apply

Public school districts in California that own their own buses are eligible to receive funding for the replacement of older school buses. Where a Joint Power Authorities (JPA) has been formed by several public school districts, and the JPA holds ownership of the school buses, then the JPA is also eligible to participate. School transportation contractors, non-profit agencies, private schools, and other private companies are *not* eligible to apply for school bus replacement funds.

Schedule

September 30, 2008

Deadline for submission of all grant applications

Pre-1977 buses:

October 31, 2008 (tentative)	Applicants with pre-1977 buses notified of grant awards
February 1, 2009	Contract for funding must be executed and replacement buses must be ordered
February 1, 2010	Replacement buses (and any requested infrastructure) must be paid for and in operation

1977-1986 buses:

December 31, 2008 (tentative)	Applicants with 1977-1987 buses notified of grant awards
February 1, 2010	Contract for funding must be executed and replacement buses must be ordered
April 1, 2011	Replacement buses must be in operation
June 30, 2011	Replacement buses (and any requested infrastructure) must be paid for

Replaced Bus Requirements

1. Pre-1977 (manufactured prior to April 1, 1977) and 1977-1986 model year diesel-fueled school buses or gasoline-fueled school buses with no original equipment catalytic converter may be eligible for replacement under this program.¹
2. Only replacement, not fleet expansion, buses will be funded.
3. Replaced buses must have a gross vehicle weight rating (GVWR) greater than 14,000 pounds. To document the bus' GVWR, *a copy of the bus' data tag must be sent to the Air District*, preferably in electronic format.
4. A replaced bus must have California Highway Patrol (CHP) safety certification (CHP Form 292) as of December 31, 2005 and continuous certification from that point forward, including when a school district would be awarded funding to replace the bus. If there has been a lapse in the bus' certification in this time frame, provide the Air District with a written explanation for that lapse. Buses with a lapse in certification will be considered on a case-by-case basis. *A copy of the CHP certification form must be submitted to the Air District.*
5. All replaced buses must be currently registered with the Department of Motor Vehicles (DMV). *A copy of the DMV registration must be submitted to the Air District.*
6. A replaced bus must be dismantled within 60 days of receipt of the replacement bus.

Replacement Bus Requirements

1. New diesel-fueled, alternative-fueled and hybrid buses with a GVWR greater than 14,000 pounds are eligible for funds.²
2. Up to \$170,000 will be awarded to purchase a new bus. Program funds can only be used to purchase a new bus that is equipped with essential or standard equipment. *A bus vendor quote for the replacement bus must be submitted to the Air District.*
3. Up to \$14,000 per new alternative-fueled bus is available to fund infrastructure when no local or existing facilities are adequate to meet the needs of the replacement bus. *An explanation about the need for this infrastructure (including the current alternative-fuel infrastructure on-site, the number of alternative-fuel vehicles on-site and the distance to the nearest alternative-fuel station) and a cost quote must be submitted to the Air District.*
4. The older bus must be replaced with a bus that meets the following emission criteria:

2007-2009 Model Year		2010 Model Year	
NO _x (g/bhp-hr)	PM (g/bhp-hr)	NO _x (g/bhp-hr)	PM (g/bhp-hr)
1.44 NO _x FEL *	0.01	0.2	0.01

FEL: Family Emission Level

g/bhp-hr: grams per brake horsepower-hour

* Both the NO_x FEL and the NO_x+NMHC FEL must be at or below 1.44 g/bhp-hr.

¹ Replacement eligibility is based on the model year of the bus chassis for pre-1977 buses and on the model year of the engine for 1977-1986 buses.

² Alternative-fueled buses may be powered by natural gas, liquefied petroleum gas (LPG) or propane, electricity, methanol, or ethanol fuels.

5. Grantees must obtain from the school bus distributor a copy of the ARB certification Executive Order (EO) for the engine of the replacement bus and *supply a copy of the EO for the engine to the Air District.*
6. Deadlines for the delivery of replacement buses are February 1, 2010 for pre-1977 buses and April 1, 2011 for 1977-1986 buses. The Air District will reduce its grant by \$100 per day for every day a bus is delivered after the appropriate deadline.
7. The new buses purchased under this program must be operated and maintained according to the manufacturer's warranty specifications. In addition, these buses must be owned and operated by the grant recipient for a minimum of five (5) years and at least 90% of the operating hours or mileage of all purchased buses must occur within the geographical boundaries of the Air District. The Air District may require repayment of grant funds if a grantee sells or otherwise discontinues use of a bus purchased under this program.

Matching Funds Requirement

School districts and JPAs are not required to provide matching funds.

Authorizing Resolution Requirement

Grant applications must include a resolution from the school district governing board (or a duly authorized official with authority to make financial decisions) authorizing the submittal of the application and identifying the individual authorized to implement and administer the bus replacement project and, if requested, infrastructure project.

Contract, Reporting and Record Retention Requirements

Applicants will be notified of awards by mail. If approved for a grant award, grantees must enter into a contract with the Air District and adhere to all contract requirements, including project milestones. In addition, if applicable, school districts must report to the Air District upon contracts let for, and completion of, any funded alternative fuel or electric infrastructure.

School districts and JPAs *must* include a liquidated damages clause in the terms and conditions of the purchase order (PO) agreement for the bus to ensure prompt delivery of replacement buses. The specific language to be included in the PO will be provided to applicants upon approval of funding. The PO should also verify the engine's Family Number. *Grantees must supply a copy of the PO for the bus to the Air District.*

Once the new replacement bus has been registered, *the grantee must submit a copy of the registration for the new bus to the Air District.*

Grantees must retain all project-related records for the contract term plus two years.

Payment of Funds

Grantees can only be reimbursed for project costs incurred after the contract is fully executed (i.e., signed by both the grantee and the Air District). No work is to be done and no equipment is to be ordered until this fully executed contract is in place.

Funds for replacement school buses will be paid by the Air District after delivery of the new school buses to the corresponding school district. Invoices for the replacement buses and proof of destruction of the replaced buses must accompany any request for payment of awarded funds. If requested by the grantee in writing, the Air District can issue payment for replacement buses to bus vendors directly.

Grant Application Instructions

To apply for LESBP bus replacement funds, applicants must complete Parts A, B and C of the **Grant Application Form**. ***The Form must be signed by the Superintendent of the School or a designee.*** Applicants may attach additional information or additional pages as needed.

The applicant must also submit:

- For the bus to be replaced:
 - **proof of CHP certification** as of December 31, 2005 and continuous through the time a school district would be awarded funding to replace the bus; if there has been a lapse in certification, provide a written explanation for the lapse;
 - **copy of the bus registration**; and
 - **photo of the bus' tag** (preferably in electronic format)
- For the bus to be purchased:
 - **a vendor quote**, and
 - **the ARB Executive Order for the bus' engine**
- For the purchase of an alternative-fueled bus:
 - Information on refueling capability and delivery of fuel by bus delivery date; and
 - If requesting infrastructure, an explanation of the need (including the current alternative-fuel infrastructure on-site, the number of alternative-fuel vehicles on-site and the distance to the nearest alternative-fuel station) and a cost estimate
- a Board **resolution** (as described above)

Grant application forms must be mailed or delivered by **4 PM on September 30, 2008** to:

Geraldina Grünbaum
Environmental Planner II
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

For assistance in completing a grant application or for answers to any questions regarding the LESBP, please contact Ms. Grünbaum at (415) 749-4956 or ggrunbaum@baaqmd.gov.

Additional application forms can be found at: <http://www.baaqmd.gov/LESBP>.

**Lower-Emission School Bus Program
Bus Replacement
Grant Application Form**

**Part A
SUMMARY INFORMATION**

APPLICANT INFORMATION**SCHOOL DISTRICT/JPA:** _____

Street Address: _____

City: _____ County: _____ Zip _____

CONTACT PERSON:

- Name: _____ Title: _____
- Phone Number: _____ Fax Number: _____
- E-mail Address: _____

BUS INFORMATION

Number of buses requested by fuel type:

- Natural Gas: _____ Diesel: _____ Electric: _____ Propane: _____
- Total cost of bus(es) (including taxes): \$ _____
- Funds requested for infrastructure for alternative-fueled buses (if applicable, no more than \$14,000 per bus): \$ _____
- TOTAL FUNDING REQUESTED: \$ _____

AUTHORIZATION

I understand that this application is for evaluation purposes only and does not guarantee project funding. I certify that to the best of my knowledge, the information contained in this application and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate. I certify that I have the legal authority to apply for funding on behalf of the applicant entity and that I am authorized to sign this application on behalf of applicant.

Signature_____
Title_____
Date_____
Print Name_____
E-mail Address_____
Phone Number

Part B
INFORMATION ON EXISTING BUSES PROPOSED FOR REPLACEMENT

	BUS #1	BUS #2	BUS #3
Bus ID #			
Vehicle Identification Number (VIN)			
License Plate Number			
Bus Manufacturer			
Bus Model			
Bus Model Year			
Bus Type (C/D/special needs)			
Gross Vehicle Weight Rating (GVWR) (lbs)			
Mileage for last school year			
Total Mileage			
Storage Address (Address, City, zip code)			
Engine Manufacturer			
Engine Model			
Engine Model Year			
Engine Displacement			
Engine Serial Number			
Fuel Type			
<i>FOR JPAS ONLY:</i>			
Associated School District			
Percent of time associated with School District			

Applicant must also provide (1) a copy of continuous CHP certification as of December 31, 2005, (2) a copy of the bus registration, and (3) a photo of each bus' tag (preferably in electronic format).

Attach additional pages, as needed.

Part C
INFORMATION ON NEW BUSES

	BUS #1	BUS #2	BUS #3
Bus Manufacturer			
Bus Model			
Bus Model Year			
Bus Type (C/D/special needs)			
Gross Vehicle Weight Rating (GVWR) (lbs)			
Expected Date of Delivery			
Engine Manufacturer			
Engine Model			
Engine Model Year			
Engine Displacement			
Engine Horsepower			
Fuel Type			

Applicant must also provide (1) a vendor quote, (2) if requesting an alternative-fueled bus, information on refueling capability and delivery of fuel by bus delivery date, and (3) if requesting infrastructure funding, the reason for the need (including the current alternative-fuel infrastructure on-site, the number of alternative-fuel vehicles on-site and the distance to the nearest alternative-fuel station) and a cost quote.

Attach additional pages, as needed.